

## PAMS Account Set Up Instructions

Who needs to register? Principal Investigators (PI) and anyone who will be uploading Letters of Intent, Preproposals or Proposals on behalf of the PI.

Registering for PAMS is a 2 part process. First you create a user name and password. Second you associate yourself with an institution.

### Part 1:

- 1) Log onto <https://pamspublic.science.energy.gov>
  - To access PAMS, please use either Internet Explorer or Firefox. Currently, PAMS does not support the Chrome or Safari browsers, but an upgrade in the future will make it possible to use them.
- 2) Click “Create New PAMS Account”.

The screenshot shows the PAMS (Portfolio Analysis and Management System) login page. At the top, there is a header with the U.S. Department of Energy logo, the text 'Office of Science', and the system name 'Portfolio Analysis And Management System'. Below the header, there is a navigation bar with 'Login' and 'Existing User' tabs. The main content area is titled 'Existing User Login' and contains a form with fields for 'Username' and 'Password', a 'Log In' button, and a 'Forgot Password' link. To the right of the login form, there is a 'New User Registration' section with links for 'Search Solicitations' and 'Create New PAMS Account'. A red arrow points from the right side of the page to the 'Create New PAMS Account' link, which is labeled with a red '#2'. Below the registration links, there is an 'Other Links' section with links for 'Recommended Settings' and 'Contact Us'. At the bottom of the page, there is a 'System Use Notification' section with a disclaimer about the system being a US Government Information System and a list of terms of use.

- 3) Click “No, I have never had an account”
- 4) Click “Create an Account”

**#3**

**Having Trouble Logging In?**  
Click on the appropriate option below to troubleshoot login issues.

**Do you have a PAMS account?**

▼ No, I have never had an account

**Create an Account**

Registration within PAMS is a two step process:

- Create an individual account for yourself. This account should not be shared with any other user.
- Affiliate the account to your institution record if it already exists and affiliate your account to it. Each account can be associated with one or more institutions.

Cancel Create an Account

► Yes, but I did not complete my registration.

► Yes, but I forgot my username.

► Yes, but I forgot my password.

► Yes, but my account was disabled.

► Yes, but it was for a different institution. I am here to work for another institution.

Cancel

**#4**

- 5) Enter in all required new user info marked by the red asterisk symbol
- 6) Click “Save and Continue”

You are here: [Welcome](#)

**Create Account**  
Enter required information as shown below. When finished, click Save and Continue.

Fields with \* are required.

**Personal Information**

Prefix (Example: Mr., Ms., Dr.)	<input type="text"/>
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Suffix (Example: Jr., Sr., III)	<input type="text"/>
* Username	<input type="text"/>
* Password	<input type="password"/> <small>(Passwords must be at least eight(8) characters in length and contain the following characters: At least one lower case alphabet (a-z). At least one upper case alphabet (A-Z). At least one number (0-9). At least one special character (Allowed special characters ~,!,@,#,*)</small>
* Retype Password	<input type="password"/>
* Security Question	Select One
* Security Answer	<input type="text"/>
* Email	<input type="text"/>

Cancel Save and Continue

**#5**

**#6**

7) Enter all required Contact info and Mailing Address Info.

- **Very Important Note:** In Mailing Address section please complete the “Division/Department Name” with your Divisional 2 digit code that is used in the Financial Management System. This will allow us to identify which division the new account is associated with.

8) Click “Create Account”

The screenshot shows the 'Mailing Address (Required)' section of the PAMS system account creation form. A red arrow labeled '#7' points to the 'Division / Department Name' field, which contains the code 'ES'. Another red arrow labeled '#8' points to the 'Create Account' button at the bottom right of the form. The form includes fields for Fax Number, Website, Mailstop Code, Company, Address Type (Domestic/International), and a detailed domestic address section with options for Street Address, PO Box Only, or Rural Route. A table on the right lists various divisions and their corresponding codes.

Full Division Name	Division/Department Name
Accelerator & Fusion Research	AF
Advanced Light Source	AL
Chemical Sciences	CH
Computing Sciences	CS
Earth Science	ES
Engineering	EG
Environmental Energy Technologies	EE
Environment, Health & Safety	EH
Facilities	FA
Genomics	GN
Information Technologies	IC
Life Sciences	LS
Material Sciences	MS
Nuclear Sciences	NS
Operations	OP
Lab Directorate	LD
Physical Biosciences	PB
Physics	PH

9) Read Agreement and click “Accept” button to proceed. You have now successfully created an account in the PAMS system. Please proceed to step 2 and register LBNL as the institution.

## Part 2:

- 1) Under “Select the most appropriate option for you to find your institution” click “I know my institution and I am here to register to the institution”

You are here: [Home](#) » [Welcome](#)

### Register to Institution

Choose one of the options to register to an institution within PAMS. This will associate you with an institution and provide access to submissions from the institution as ([View More](#))

Fields with \* are required

#### Register to Grants.Gov Proposal

My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC (Sponsored Research Officer, Principal Investigator, or Point of Contact).

#### Select the most appropriate option for you to find your Institution

☒ I know my institution and I am here to register to the institution.

[Cancel](#)

- 2) Search for LBNL by typing:
  - A. For “Institution Name Like” type LBNL
  - B. For “Choose Role” choose either PI (if Principal Investigator) or Other (if submitting on behalf of a PI)
- **Very Important Note:** Please do not choose “SRO/BO/AO (Sponsored Research Officer/ Business Officer/Administrative Officer)”. This role has been taken by the Budget Office. The system at this time does not prevent you from clicking this option. Please only choose PI or Other.

- 3) Click Search

You are here: [Home](#) » [Welcome](#)

### Register to Institution

Choose one of the options to register to an institution within PAMS. This will associate you with an institution and provide access to submissions from the institution as ([View More](#))

Fields with \* are required

#### Register to Grants.Gov Proposal

My institution has submitted a proposal in Grants.gov. I am here to register as an SRO, PI, or POC (Sponsored Research Officer, Principal Investigator, or Point of Contact).

#### Select the most appropriate option for you to find your Institution

☒ I know my institution and I am here to register to the institution.

\* Institution Name like

DUNS

\* Choose Role

☐ SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)

☒ PI (Principal Investigator)

☐ Other

[Cancel](#) [Search](#)

[Cancel](#)

- 4) Below screen shot will be your search results list. Click Actions and a menu will drop down with 1 option to “Add me to this Institution”.

You are here: [Home](#) » [Welcome](#)

**Register to Institution** Detailed View | Search | Saved Searches

Page size: 50 Go 1 items in 1 page(s)

Institution	DUNS	EIN	Type	Options
Lawrence Berkeley National Laboratory (LBNL), Berkeley, CA			DOE National Laboratory	Actions

Page size: 50 Go 1 items in 1 page(s)

[Cancel](#) [Cannot Find My Institution](#)

- 5) Click “Add me to this Institution”.

You are here: [Home](#) » [Welcome](#)

**Register to Institution** Detailed View | Search | Saved Searches

Page size: 50 Go 1 items in 1 page(s)

Institution	DUNS	EIN	Type	Options
Lawrence Berkeley National Laboratory (LBNL), Berkeley, CA			DOE National Laboratory	Actions

Page size: 50 Go 1 items in 1 page(s)

[Cancel](#) [Cannot Find My Institution](#)

**Action**

- [Add me to this institution](#)

- 6) You have now been successfully registered to LBNL. If you have set up as “Other” and want to submit on behalf of your PI, the PI will need to associate you with the individual Lab Announcement.

U.S. DEPARTMENT OF **ENERGY** | Office of Science **Portfolio Analysis And Management System** NSKowronski Logout

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**Institutions - List**

**Success:**  
You have been successfully registered to the institution.

[Register to Another Institution](#) Detailed View

Page size: 15 Go 1 items in 1 page(s)

Name	City	State	DUNS	Type	Options
Lawrence Berkeley National Laboratory (LBNL)	Berkeley	CA		DOE National Laboratory	View

Page size: 15 Go 1 items in 1 page(s)

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